

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
JULY 28 – AUGUST 1, 2014**

MONDAY, JULY 28, 2014

- | | | |
|----------|--|---|
| *8:30 am | Community Options Program Planning Committee | Bd Rm B, Sophie Beaumont
111 N. Jefferson Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, JULY 29, 2014

- | | | |
|-----------|--------------------------|---|
| *10:00 am | Land Information Council | Room 200, Northern Building
305 E. Walnut Street |
|-----------|--------------------------|---|

WEDNESDAY, JULY 30, 2014

(No Meetings)

THURSDAY, JULY 31, 2014

(No Meetings)

FRIDAY, AUGUST 1, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, July 28, 2014 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street, Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of May 19, 2014
5. Updates
 - A. Family Care update
 - B. COP update
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (two requiring individual vote, three not requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantinne, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, July 28, 2014
6:00 p.m. (PD&T to Follow)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 2, 2014.

Comments from the Public

1. Budget Update.
2. Approval of bid received for Barkhausen Northern Pike Spawning Marsh and South Impoundment Dike Reconstruction.
3. 50 cent/Ag Acre Fee – Follow-up communication and possible action requiring a resolution to change the current Ag fee.
4. Director's Report.
5. Such Other Matters as Authorized by Law.
6. Adjourn.

Norb Dantinne, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, July 28, 2014
Approx. 6:15 p.m. (or to follow Land Con)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 23, 2014.

1. Review minutes of:
 - a. Harbor Commission (June 9, 2014).

Comments from the Public

Communications (None)

Airport

2. Airport 2015 Five-year Capital Improvement Plan (CIP).
3. Budget Status Financial Report for June, 2014.
4. Director's Report.

UW-Extension

5. Budget Adjustment Request (14-66): Category 7 – Any Increase in expenses with an offsetting increase in revenue – UW Ext FIELDS Program collected \$5,330 from participants specifically for the EnviroJordan Program.
6. Director's Report.
- 6a. Resolution Commemorating the 100th Anniversary of Wisconsin 4-H Youth Development.

Planning and Land Services

Land Information (No items)

Planning Commission

7. Update regarding development of the Brown County Farm property – standing item.
8. Budget Status Financial Report for June, 2014.

Property Listing

9. Budget Status Financial Report for June, 2014.
10. Resolution re: Appointing Terry Van Hout as County Surveyor to perform the duties under Wisconsin Statutes 59.45(1) and 59.74(2).
11. **Zoning** - Budget Status Financial Report for June, 2014.

Public Works

12. Public Works 2015 Five-year Capital Improvement Plan (CIP).
13. Recommendation for Replacement of the Air Handler Units at ADRC – Project #1865.
14. Recommendation and Approval of Bid for Replacement of the roof at the Northern Building – Project #1869.
15. Recommendation and Approval of Bid for Replacement of the Data Center Cooling Unit at Sophie Beaumont – Project #1881.
16. Summary of Operations.
17. Director's Report.
18. Possible discussion regarding Brown County Health Department facility – standing item.

Port and Resource Recovery

19. Port & Resource Recovery 2015 Five-year Capital Improvement Plan (CIP).
20. Port Area- Budget Financial Report, June 2014.
21. Resource Recovery Area Budget Financial Report, June 2014.
22. Resolution Honorary Naming of the Westernmost Island of the Cat Island Chain Restoration Project – Request for Approval.
23. 2014-15 Port Operating Plan – Request for Approval.
24. 2014-15 Resource Recovery Operating Plan – Request for Approval.
25. Director's Report.
26. **Register of Deeds** – Budget Status Financial Report for June, 2014.

Other

27. Audit of bills.
28. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
Brown County
Land Information Council
Tuesday, July 29, 2014
10:00 AM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

Mary Reinhard County Treasurer _____
Bill Bosiacki Zoning Administrator _____
Francine Roberg Village of Ashwaubenon _____
Tom Sieber County Supervisor _____
Patrick Austin Mark D. Olejniczak Realty _____
Terry VanHout County Surveyor _____
Rob Vesperman Land & Water Conservation _____
August Neverman Tech Services Director _____

Keith Deneys Sheriffs Dept _____
Chuck Lamine Planning Director _____
Cullen Peltier Public Safety & Communications _____
Dale Raisleger Public Works/Highway _____
Chad Weininger Administration Director _____
Jim Wallen Real Property Lister _____
Cathy Williquette Register of Deeds _____
Jeff DuMez GIS/LIO Coordinator _____


1. Approval of the minutes from the July 8, 2014 Land Information Council meeting
2. Review & Approval of the 2015 Land Records Modernization / Land Information Budget
3. Any Other Matters

Notice is hereby given that action by the Land Information Council may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

July

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Ed & Rec 5:30 p.m.	2 Public Safety 11:00 pm	3	4  County Board Office Closed	5
6	7 Executive Cmte 6:00 pm	8	9	10	11	12
13	14	15 Vet's Recognition 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20	21	22	23 Human Svc 5:30 pm	24 Admin 5:30 pm	25	26
27	28 Land Con 6:00 pm PD&T 6:30 pm	29	30	31		

August 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am	7	8	9
10	11 Executive Cmte 6:00 pm	12	13	14 Ed and Rec 5:30pm @ Fair <i>*Note date, time & location</i>	15	16
17	18	19 Vet's Recognition 5:00 pm	20 Board of Supervisors 7:00 pm	21	22	23
24	25 Land Con 6:00pm PD&T 6:30pm	26	27 Human Svc 5:30 pm	28 Admin Cmte 5:30 pm	29	30
31	<i>* A Special Session of the County Board for a grievance hearing is set to take place prior to August 19, 2014 - Date and time to be determined.</i>					

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (July 10, 2014)
- Harbor Commission (June 9, 2014)
- Land Information Council (July 8, 2014)
- Library Board (June 19, 2014)
- NWTC Board of Trustees (June 11, 2014)
- Veterans Recognition Subcommittee (July 15, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 10, 2014

PRESENT: Tom Diedrick, Melanie Maczka, Beth Relich, Pat Hickey, Barbara Robinson, Keith Pamperin, Marvin Rucker, Joan Swigert, Steve Daniels, Larry Epstein.

ABSENT: Lisa VanDonsel, Lori Rasmussen, Corrie Campbell.

ALSO PRESENT: Guadalupe Mercado, Debra Bowers, Kinsey Black, Devon Christianson, Sandy Groeschel, Snooky Zuidmulder, Diana Brown, and Denise Misovec.

The meeting was called to order by Tom Diedrick at 8:34 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA: Mr. Epstein / Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF May 29, 2014:

Mr. Epstein noted a typo on page 2 of the minutes where "local their" should be replaced by "their local"

Ms. Maczka/ Ms. Relich moved to approve the minutes of the regular meeting of May 29, 2014.

MOTION CARRIED.

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF MAY, 2014 FINANCE REPORT:

Ms. Bowers began by referring to the ADRC Summary Report handout to show that the ADRC is currently on target for the month of May. Ms. Bowers explained full expenses have not been realized for the Month of June, so those financial will be reviewed at the next board meeting. Ms. Bowers stated the revenues and expenditures will equalize by the end of the year as the timing for hiring and receiving grant revenue occurs at different times throughout the year.

Mr. Daniels/ Mr. Pamperin moved to approve the May 2014 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers announced the ADRC did not receive any restricted donations for the month of May.

BUDGET REVIEW AND APPROVAL 2015:

Mr. Diedrick reported that the Finance Committee met on June 26th to do an overview of the finance 101 training and draft budget. After the Finance Committee Meeting the ADRC received the county levy target which was reduced by 33.5%.

Ms. Christianson explained the different fundamental values the ADRC will use to go forward with the county levy reductions in the 2015 Preliminary Budget so it has the least impact on consumers.

- The ADRC will continue to maximize the amount they draw from Medical Assistance Administrative Funds (MA Claiming). Ms. Christianson explained that the dollars drawn from MA Claiming are restricted to certain programs including ADRC services. County levy is needed to fill the gaps in Older American's Act Programs that are underfunded, and to serve individuals that do not qualify traditionally for those services but are in need. For example, home delivered meal recipients who have disabilities under age 60. Ms. Christianson expressed how strongly she felt about keeping our programs strong and robust.

- The ADRC has hired a Nursing Home Relocation Specialist and Dementia Care Specialist through grants. Both positions will increase the revenue from MA Claiming to help the ADRC expand and keep moving forward.
- Ms. Christianson referred to the 2015 Preliminary Budget handout to show the reduction NEW curative will receive based on their requested increase.
- ADRC Contract requests will receive 50% of the requested increase in programs where revenue is appropriate, like nutrition sites.
- The ADRC Budget does not include cost of living or merit increases.
- Family Care is coming to Brown County in 2015, due to the type of work staff will be tasked with the ADRC should have a higher reimbursement rate and increase revenue from MA Claiming.
- The ADRC will need to use Net Assets to fill the requests and provide Cost of Living/Merit increases for staff

The board stated they would like the ADRC to be able to show the impact of the reduction of the county levy on the community, staff, and the ADRC services.

Ms. Relich/ Mr. Rucker moved to approve draft budget as shown today with the understanding that the director will bring back a request regarding the merit and cost of living in the fall once we have all the final numbers. **MOTION CARRIED.**

DIRECTORS REPORT:

MODERNIZATION AND PROPOSAL:

It has been 23 years since any type of modernization or remodeling have been made to the ADRC building. The ADRC benefits from the Brown County partnership and support with our current building and has been saving for more than five years to afford the modernization strategic plan Ms. Christianson referred to the Net Asset Report handout to review available assets and previous board agreement to keep financially responsible. Many of the updates to the building will support patrons/staff with disabilities including a model kitchen, electronic door openers and locks, and updated bathroom facilities. Ms. Christianson referred to the ADRC Probable Construction Cost Estimate and the Budget Transfer Request handouts to show the total amount for the construction bid.

Mr. Epstein/ Mr. Daniels moved to approve modernization proposal and budget transfer request as discussed. **MOTION CARRIED.**

HOMEBOUND MEAL WAIT LIST POLICY:

Currently, the ADRC doesn't have anyone on a waiting list for homebound meals; however, if the ADRC doesn't have the capacity or the resources to serve a consumer request then they will go onto the waiting list. The distributed wait list policy will allow the ADRC to consistently and fairly apply wait list priority criteria to meet the need.

Ms. Robinson/ Ms. Hickey moved to approve the homebound meal waitlist policy. **MOTION CARRIED**

NUTRITION PROGRAM PROPOSALS AND CONTRACT AWARD:

The ADRC just awarded a three year contract to Aramark for the Nutrition program through a competitive bidding process. Aramark has offered some additional benefits which include: offering an enhanced meal once a month for special events or holidays, a volunteer recognition event twice a year, and a commitment to \$4,000 extra dollars to help support the ADRC with kitchen supplies. Ms. Christianson expressed that the ADRC would like to meet with Aramark to find out if they can provide healthier options and work with the new café.

Mr. Pamperin/ Ms. Swigert moved to accept proposal submitted by Aramark for the next three years for the homebound nutrition program services. **MOTION CARRIED**

AGREEMENT: CEDAR CREST COLLEGE INTERNSHIP:

A dietitian student, Nicole, will be joining the ADRC for a month in the fall to work for the nutrition program.

Mr. Rucker/ Epstein motion to accept the agreement with Cedar Crest College. **MOTION CARRIED.**

WAAN- ISSUE BRIEFS:

Ms. Christianson announced the Wisconsin Aging Advocacy Network is putting out new position issues that will help the board stay informed about what the important policy issues for older adults are. These issues will be posted in the advocacy page on the ADRC website.

BUREAU ON AGING STRATEGIC GOALS:

Ms. Christianson presented the State 2014 Strategic Goals handout to illustrate our local alignment with the state level goals. Discussion arose about the missing topic of caregivers. Ms. Christianson reassured the board that caregiver support is one of the ADRC's goals and that she would provide feedback to the Bureau on this issue.

ADRC CONTRACT CHANGES:

Ms. Christianson discussed the requirement the state has for the board to know and be aware of the contract to perform ADRC services. Ms. Christianson referred to the Suggested Changes for the 2015 ADRC Contract as a summary to the 300 page contract.

SOS GRANT AWARD:

Mr. Diedrick began by expressing that Ms. Brown had the initial contact with the Greater Green Bay Community Foundations that awarded the SOS Grant. The ADRC, NEW curative, and Options for Independent Living submitted a proposal to be able to serve people with dementia for the next two years. Ms. Brown stated that the SOS Grant is a total of \$220,000 over the next two years which will include a loan closet to help consumers stay in their homes.

CMS RULE CHANGES-FOLLOW UP FROM LISA MILLS:

Ms. Christianson announced that on Tuesday July 8th, 2014 in the Long Term Care Council they announced that the state will be posting their renewal application for the B Waiver on their website July 30th, 2104. There will be a 30 day window for comments. This is the board's opportunity to weigh in on the issue of prevocational employment, residential care and the 5 year transition plan for coming into compliance with the CMS definitions of community based programs.

BOARD MINUTE DISCUSSION:

Ms. Christianson explained that new staff will be taking on the recording of the board minutes. Ms. Christianson requested transition of the board minutes to a more summarized version opposed to a very detailed version. The board discussed and agreed to move towards to a briefer summary of the board minutes.

POWER UP INSTITUTE:

The Power Up Institute is coming up July 31-August 1. Mr. Pamperin, Ms. Robinson, and Pat Finder-Stone will be attending that meeting. The goal is to be able to create self-directed volunteer teams that work independently to support the goals of the ADRC. Our volunteer team will focus on advocacy.

FAMILY CARE UPDATE:

A. STATE CALLS TO ADRC IN PREPARATION/ RFP:

Mr. Diedrick announced that there are five counties that will be submitting their Request for Proposal for Family Care which are due July 15th. The state will make the announcement of the decision by August 8th.

LEGISLATIVE UPDATES: None.

ANNOUNCEMENTS:

Mr. Pamperin announced that on Saturday, August 16th from 9:00-11:00 a.m. there will be a wheelchair wash at Options for Independent Living.

Mr. Epstein congratulated and recognized Meredith Hansen on the great presentation from the ADRC to the Retired Men's Group.

Ms. Swigert announced there will be a Feeding America Mobile Pantry on Wednesday, July 16th from 10:00 a.m. - 12:00 p.m. at Trinity Church.

Mr. Rucker announced a group collecting baseball equipment on Saturday July 19th at the Sheriff's Department. They will be taking gloves, balls, and bats. These proceeds will be sent overseas to underprivileged countries.

Mr. Diedrick announced that the Medical Mission at St. Vincent de Paul takes donations of medical equipment and sends it overseas to underprivileged countries.

NEXT MEETING – The next meeting will be August 28th, 2014 location to be announced.

ADJOURN: Mr. Pamperin/ Ms. Helrich moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 10:37 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, June 9, 2014**
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Neil McKloskey at 11:30 am.

2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Mark Rahmlow, Office of Congressman Reid Ribble
Allan Jamir, Brown County Board Supervisor (District #18)

Excused: Commissioner Bryan Hyska
Commissioner Ron Antonneau

3) Election of Officers

Neil McKloskey's term is up and would like to step down as an officer.

A motion to open up election and approve the nomination of Craig Dickman as President was made by Bernie Erickson and seconded by John Hanitz. A motion to close the nominations was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

A motion to open up election and approve the nomination of Tom Klimek as Vice-President was made by Neil McKloskey and seconded by Hank Wallace. A motion to close the nominations was made by Bernie Erickson and seconded by John Hanitz. Unanimously approved.

4) Approval/Modification – Meeting Agenda

Chuck Kuehn would like to address the Port Opportunity Study related to Boat Yard Marine. It was decided to add this in after agenda item #10.

A motion to modify and approve the modified agenda was made by John Hanitz and seconded by Tom Klimek. Unanimously approved.

5) Approval/Modification – April 23, 2014 Meeting Minutes

A motion to modify and approve the minutes of April 23, 2014 was made by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

6) Budget Status Report – Request for Approval

Staff provides the Planning Development & Transportation Committee quarterly financial status reports. Staff had put together a first quarter report that shows how the department is performing in relationship to the budget and anything out of the ordinary is spelled out in the highlights.

A motion to approve the Budget Status Report was made by Hank Wallace and seconded by John Hanitz. Unanimously approved.

7) Cat Island Management Plan – Request for Approval

There are still some construction items to be finished this year including; the off-loading area needs to be dredged and Lineville Road needs to be resurfaced. The Cat Island Advisory Committee has started to put together a Cat Island Management Plan. This plan would eventually become a part of the US Army Corps of Engineers (USACE) Maintenance Plan for Cat Island. This management plan looks at all of its partners and points out their responsibilities. Site access, vegetation management and facility transfer falls under Brown County's role and responsibility. The management plan also explains the USACE giving up some authority for invasive species, shaping the island, research and access.

A motion to approve the Cat Island Management Plan was made by John Hanitz and seconded by Tom Klimek. Unanimously approved.

8) WCPA Annual Meeting August 22, 2014 Green Bay, WI – Update

For 2014, the Port of Green Bay will be hosting the WCPA Annual meeting here in Green Bay. This year the meeting will be a little different. On Thursday August 21, there will be a Wisconsin Port Master Plan stakeholder meeting at the Neville Museum in the afternoon. Friday August 22, the business meeting along with the networking and education will occur. After the meeting, for those interested can attend the Packer pre-season football game.

9) Renard Island – Update

In May, the County Board had approved ownership transfer of the Causeway. The department is now working with USACE on ownership documents for the island and causeway transfer. An USACE letter of approval for the fish spawning reef was issued, Peter's Concrete will lower the elevation of the causeway and the USACE will purchase and install the box culvert which was the biggest cost item. These activities are scheduled to be completed between now and September 30th, 2014. A suggestion to recognize the work should be done with public relations. If a ceremony would take place, an invitation should be extended to PD&T and other board members that played a role in this 25-year project.

10) WRDDA - Update

An analysis of the Water Resources Reform and Development Act (WRRDA) bill passed Congress and the President signed this bill into Law. There should now be more dredging dollars available for nationwide ports including some funds for small harbors. The Great Lakes contains a lot of small harbors. The bill also identifies the Great Lakes navigation system and a single entity similar to the inland waterways.

11) Port Opportunity Study

In December 2013, the Board had approved the *Port of Green Bay Economic Opportunity Study* that Brown County Planning & Land Services had done. The study was a revision of an old document that helps the Port identify area for growth and documents all existing infrastructure. Charles Kuehn owns a boat yard in the Port and wanted to discuss with the Board how this study relates to him.

A motion was made to suspend the rules to hear from interested parties by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

Charles Kuehn has been running a boat yard for 14 years in Green Bay. Mr. Kuehn received a copy of the *Port of Green Bay Economic Opportunity Study* and starting investigating and reading the study. He wanted to attend the Commission Board meeting to express that he is all for progressing the Port of Green Bay and stands behind the study, but wanted the Commission to recognize his concerns.

A motion was made to return to regular session by Neil McKloskey and seconded by John Hanitz

12) Director's Report – Update

For nearly ten years, the US has struggled with ballast water. The US Coast Guard and USACE could not act quick enough which then led to the States each establishing their own set of regulations. The US Coast Guard then came out with federal regulations and all parties are now in the process of getting the regulations consistent. There is prototype ballast water equipment that is being developed and eventually installed. With the US rules, any vessel that is a salt water

vessel needs to have a ballast water management system with an exemption for the US Lakers because they stay within the Great Lakes. Now Canada is looking at establishing ballast water regulations. US regulations will require sixty to eighty percent of Canadian ships to have ballast water management systems because the ships travel outside the Great Lakes. Canada regulations are proposing to regulate US Lakers. Any US Ship that travels into Canadian waters will be required to have a ballast water management system. At this time the Canadian Lobbyist and ship companies are in Washington trying to undo some of the US regulations or threaten to impose their own regulations upon US Lakers.

The budget will be brought to July's Harbor Commission meeting on the 21st.

13) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Neil McKloskey and seconded by Hank Wallace. Unanimously approved.

14) April Tonnage Report – Request for Approval

In April of 2013 there were 15 ships, this past April there was five due to the long cold winter. This May was very successful with an over 13% increase compared to May of 2013. Overall, total tonnage is down 25% and 19% in ships.

A motion to approve the April Tonnage Report was made by Neil McKloskey and seconded by Bernie Erickson. Unanimously approved.

15) Such Other Matters as Authorized by Law

No other matters as authorized by Law.

16) Adjourn

A motion to adjourn was made by Neil McKloskey and seconded by Bernie Erickson. Unanimously approved. Meeting adjourned at 9:22 pm.

Craig Dickman, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

MINUTES
Brown County
Land Information Council
Tuesday, July 8, 2014
10:00 AM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

Mary Reinhard County Treasurer	<u>X</u>	Keith Deneys Sheriffs Dept	<u>X</u>
Bill Bosiacki Zoning Administrator	<u>X</u>	Chuck Lamine Planning Director	<u>X</u>
Francine Roberg Village of Ashwaubenon	<u>X</u>	Cullen Peltier Public Safety & Communications	<u>X</u>
Tom Sieber County Supervisor	<u>Exc</u>	Dale Raisleger Public Works/Highway	<u>Exc</u>
Patrick Austin Mark D. Olejniczak Realty	<u>X</u>	Chad Weininger Administration Director	<u>X</u>
Terry VanHout County Surveyor	<u>X</u>	Jim Wallen Real Property Lister	<u>X</u>
Rob Vesperman Land & Water Conservation	<u>Exc</u>	Cathy Williquette Register of Deeds	<u>Exc</u>
August Neverman Tech Services Director	<u>X</u>	Jeff DuMez GIS/LIO Coordinator	<u>X</u>

Also present: Peter Herreid (Wisconsin Dept of Administration); Chuck Mahlik (Treasurer's office); Laura Workman (Tech Services); Tom Giese (City of Green Bay); Steve Dunks (Village of Suamico); Dan Teaters, Sandy Wentland and David Roberts (Planning & Land Services)

1. Approval of the minutes from the April 16, 2014 Land Information Council meeting

Motion by J. Wallen and seconded by B. Bosiacki to approve the April 16, 2014 meeting minutes. Vote taken, motion carried unanimously.

2. Statewide Parcel Initiative–Planning Process Framework

J. DuMez handed out information on a project that is being proposed by the Wisconsin Land Information Program and coordinated by the Wisconsin Department of Administration. This conceptual project is a result of new legislation passed in the latest state budget process (s. 25.55). Peter Herreid from the Wisconsin Department of Administration discussed this concept further. He said there is funding under the Act 20 state budget initiative, which reallocated funding previously used for social security number redaction on real estate documents across the state. The reallocated funds are to be used for several purposes starting in 2015: First, a higher level of "base budget" funding will be provided to counties to ensure a minimum of \$100,000 through the Wisconsin Land Information Program. Second, the legislative intent is to improve upon land information datasets on a statewide level. This can be achieved in part through targeted investment within the Counties, with the parcel data being the primary initiative (Peter referred to the attached document). Peter said the additional county funding will come with certain obligations including a requirement that counties share data, accomplish certain objectives to facilitate statewide data aggregation, and other benchmarks stated in Act 20. The data to be aggregated includes parcel maps with associated assessment information and zoning.

C. Lamine asked about the zoning requirement, and said that some counties (including Brown) do not administer county zoning, that this is done at the municipal level and although we share data between organizations, the county does not always have the latest zoning map or information. P. Herreid pointed to the language in the statute that indicates counties only have to submit zoning data if they are administering that data at the county level.

The Council was also provided a letter to Peter Herreid which outlined five points the council

discussed earlier in the month regarding this initiative. The Council expressed concern that Brown County's fee payers will contribute more to this fund than will be received through this potential grant, and asked that any revenues above the projections be rewarded to counties who are successful in meeting objectives and who show a need for additional funding. Peter said that accountability will be important and that the five points outlined in the letter will be taken into consideration. Peter said that this type of feedback is what he and the Department of Administration are looking for at this stage. P. Herreid also stressed that the goal is not to disrupt what counties already have in place.

3. 2014 Wisconsin Land Information Program Survey

Peter Herreid and J. DuMez discussed the Land Information Program survey for counties that the Wisconsin Department of Administration conducts annually. This year's questions were handed out. P. Herreid said that the survey is conducted to get a handle on current conditions within the county land information offices. J. DuMez reported that he had just a couple of weeks to submit a response to this survey, and that responses were already submitted to the state. P. Herreid said that the Land Information Officers are the point of contact for these surveys, and that getting full Council feedback would be too time consuming. Peter also said that our 2010 strategic plan was very good and provided a lot of additional detail of what Brown County is doing.

4. AS/400 project update

J. DuMez reported that the AS/400 replacement project will not be proceeding in 2015 due to budget constraints. C. Lamine said that we will try to maintain momentum on the project during 2015.

5. Aerial Photo project update

J. DuMez gave an update on the air photo project. He said the flights were completed in early –mid May, which was later than we hoped but there was a very small "window" of opportunity between snow/ice melt and leaf-on. Also, we had a very cloudy and rainy spring which pushed the contractor into May. Because of the cool weather and late spring, the photos will not be greatly affected by leaves (we will still have clear views to the buildings & ground below most trees). J. DuMez said the images are being processed with delivery anticipated by August or September. As soon as the images are received, T. VanHout and our survey crew chief will be testing the photos to ensure they meet the positional accuracy standards specified in the contract so that we can rely upon the orthophotos as an accurate base map.

6. Budget planning for 2015

J. DuMez said that the budget information provided by the county administration was just recently received, and that we are processing the numbers to help calculate salary, fringe, and other figures needed to complete our budget. The Council discussed a meeting date for the Land Information Council budget meeting, and agreed upon July 29 at 10 AM.

7. Any Other Matters

No other matters.

Motion to adjourn by K. Deneys. Seconded by M. Reinhard and carried. Meeting adjourned.

ATTACHMENTS: Handouts provided during meeting

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



JEFFREY D. DU MEZ

PHONE (920) 448-6480 FAX (920) 448-4487

LAND INFORMATION OFFICER / GIS COORDINATOR

To: Ed Eberle, Division Administrator
Peter Herreid, Grant Administrator
Wisconsin Department of Administration Division of Intergovernmental Relations
101 E Wilson St, 9th Floor
Madison, WI 53703

From: Brown County Land Information Council

Re: Land Information Program "Strategic Initiative Grant" Concept

Date: July 8, 2014

Dear Mr. Eberle,

The Brown County Land Information Council has reviewed and discussed the "Strategic Initiative Grant Concept" documents that your office provided to us in May of this year. While we are pleased to hear of this potential \$50,000 grant opportunity, we do have some comments and suggestions:

- 1) Brown County has always prided itself in meeting--and exceeding--the requirements set forth by the Wisconsin Land Information Program. In many ways, Brown County's system has been the model for the rest of the state.
- 2) Fee payers in Brown County will be contributing nearly \$250,000 dollars to this state fund annually, and we want to ensure the fees can be utilized more directly for citizens who pay the fee.
- 3) Maintaining Brown County's Land Information System costs well in excess of \$50,000 per year, and the total cost to build and maintain the system over the past 3 decades is well over \$2 million. One example: Our Land Records/Tax System is nearly 30 years old and is in need of replacement; This project alone will cost nearly \$1 million and the price is largely established on a per parcel basis. We would like to see a system where funds are distributed to counties based on activity volume or parcel count.
- 4) We would like to see this new grant program include a "Rewards" system based on performance, where counties who meet performance standards can have the opportunity to receive more funding. As the economy improves and more real estate activity triggers additional fees, we estimate this new grant program will have sufficient revenues to provide counties who meet the criteria with grant funding in excess of the proposed \$50,000.
- 5) We would like the State to recommend a specific land records system vendor and standardize on database formats. This could permit volume pricing, easier integration, and perhaps even

inter-county service agreements that allow some counties to group together to create efficiencies.

Thank you for the opportunity to provide these comments, and we are also thankful that Peter Herreid was able to meet with our Land Information Council in person to discuss these items.

If you have any questions or comments, please contact the Land Information Officer, Jeff DuMez, at (920) 448-6295.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff DuMez", is written above the typed name.

Brown County GIS/LIO Coordinator on behalf of the Brown County Land Information Council.

DRAFT



WISCONSIN DEPARTMENT OF
ADMINISTRATION

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY

Division of Intergovernmental Relations
Post Office Box 8944
Madison, WI 53708-8944
Voice (608) 267-3369
Fax (608) 267-6917

May 15, 2014

Dear Land Information Stakeholders:

We continue to move forward in planning the Statewide Parcel Map Initiative and would like your input on the next phase of the project. Today we are releasing the Statewide Parcel Map Initiative - Planning Process Framework, a concept document which proposes funding Strategic Initiative grants.

To review some of our progress so far, in April we announced the Memorandum of Understanding signed with the State Cartographer's Office (SCO) for the "Version 1 Statewide Parcel Map Database Project," which will begin July 2014 and build upon successful collaboration between the Department of Administration and SCO in the LinkWISCONSIN EBM Parcel Mapping Project.

As we have stated, parcels are our first focus—in particular helping counties meet the statutory requirements to post certain parcel information online by 2017. The Version 1 Project will be focused on this objective. It will achieve tangible results in the form of a public statewide parcel map and will lay the basis for establishing quantitative short-term and long-term parcel benchmarks. Yet the Version 1 Project is only one aspect of the larger Parcel Initiative.

As such, we are offering the framework of Strategic Initiative grants as a way to prioritize statewide objectives and the allocation of WLIP funding to achieve those objectives. The Statewide Parcel Map Initiative - Planning Process Framework document, available at www.doa.state.wi.us/wlip, outlines a participatory planning process for the land information community to provide guidance on county obligations that might accompany future proposed Strategic Initiative grants.

To be clear, no new WLIP grant funding decisions have been finalized yet. We are asking for your feedback and comments as part of this process. For those organizations or entities representing stakeholder groups, we invite you to submit letters on behalf of your organization or common resolutions responding to the Strategic Initiative grant concept by July 11, 2014.

My staff will also be available to discuss this document at the WLIA spring regional meeting and during upcoming county visits, which are part of our commitment to maintain two-way communication throughout the Parcel Initiative. In addition, we will soon be conducting the 2014 WLIP county survey, with state agency and other stakeholder outreach to follow.

As always, also feel free to contact Program Manager Mike Friis (608-267-7982) or Grant Administrator Peter Herreid (608-267-3369) with any questions or comments.

Sincerely,

Ed Eberle, Division Administrator
Division of Intergovernmental Relations

Statewide Parcel Map Initiative Planning Process Framework

Beginning January 1, 2015, counties will submit about \$7 million per year to the Land Information Fund, a segregated, non-lapsable trust fund for the Wisconsin Land Information Program (WLIP), according to s. 25.55, Wis. Stats. This concept document outlines a planning process framework for achieving statewide land information objectives, particularly a **Strategic Initiative Grant Concept** that would award Strategic Initiative grants under s. 16.967(7).

This concept document is being made available for the purposes of discussion and stakeholder feedback. No final decisions have been made on the allocation of Strategic Initiative grants, which would require an increase in statutory spending authority for the Land Information Fund via the biennial budget process for 2015-17. This document includes a detailed budget scenario that may change. Other aspects of the Parcel Initiative will be addressed in future communications.

**\$50k per County
with Strategic Objectives
to be Determined Through Participatory Planning Process
+ New WLIP Grant Agreement Conditions**

**Strategic
Initiative
Grant
Concept**

Overview	page 2
Budget	page 3
Distribution of Funding	page 4
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Outreach	page 6
Out of Scope	page 7

5/15/2014

Overview: Strategic Initiative Grant Concept

\$50k per County
with Strategic Objectives
to be Determined Through Participatory Planning Process
+ New WLIP Grant Agreement Conditions

NEW WLIP GRANT AGREEMENT CONDITIONS

- GIS data sharing to be a requirement
- A checklist of priority benchmarks to be determined through a participatory planning process
- Benchmarking requirements may extend to municipalities, requiring multi jurisdictional grant projects
- May reimburse documented costs incurred for completed projects
- Could require local match

STRATEGIC OBJECTIVES

To be determined through participatory planning process

1. Parcel short-term benchmarks, from 59.72(2)(a)
2. Parcel long-term benchmarks including associated activities, such as remonumentation
3. Other benchmarks (e.g., aerial imagery, LiDAR, etc.)
4. If specified benchmarks are met, anything else consistent with county land information plan

BUDGET SCENARIO

WLIP Revenue Projection Based on FY14 Figures	\$7,000,000
Base Budget Grants	(\$2,600,000)
Training & Education Grants	(\$72,000)
Strategic Initiative Grants @ \$50k to Each County	(\$3,600,000)
Projected Administrative Costs	(\$200,000)
Statewide Parcel Map & Other DOA Land Info Duties	(\$528,000)

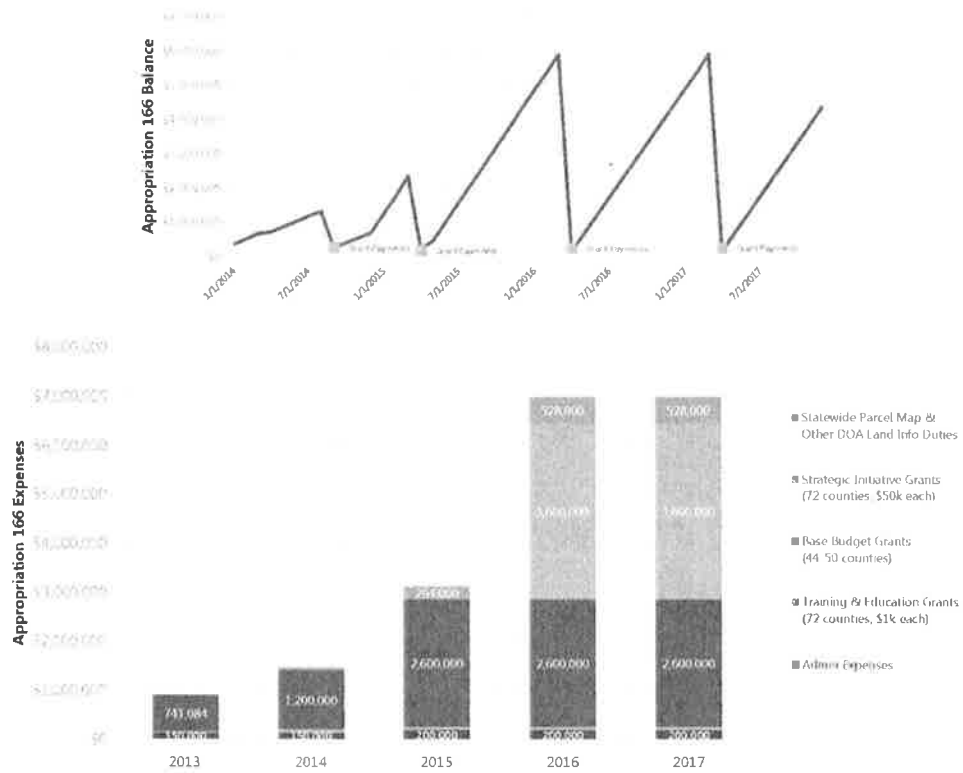
ADVANTAGES

- Addresses primary community concern of funding distribution
- Directs planning process focus to strategic objectives that benefit Wisconsin rather than allocation competition between interest groups
- Allows time for planning process to determine strategic objectives
- Does not punish counties for previous progress
- Treats every county the same
- Avoids complex allocation process or to first establish formal board
- Provides leverage to enforce data sharing requirements
- Enables poorer counties to catch up to benchmark levels
- The budget scenario provides funding for parcel map development and other Duties of the Department described by s. 16.967(3), Land Information Program, such as a land information clearinghouse

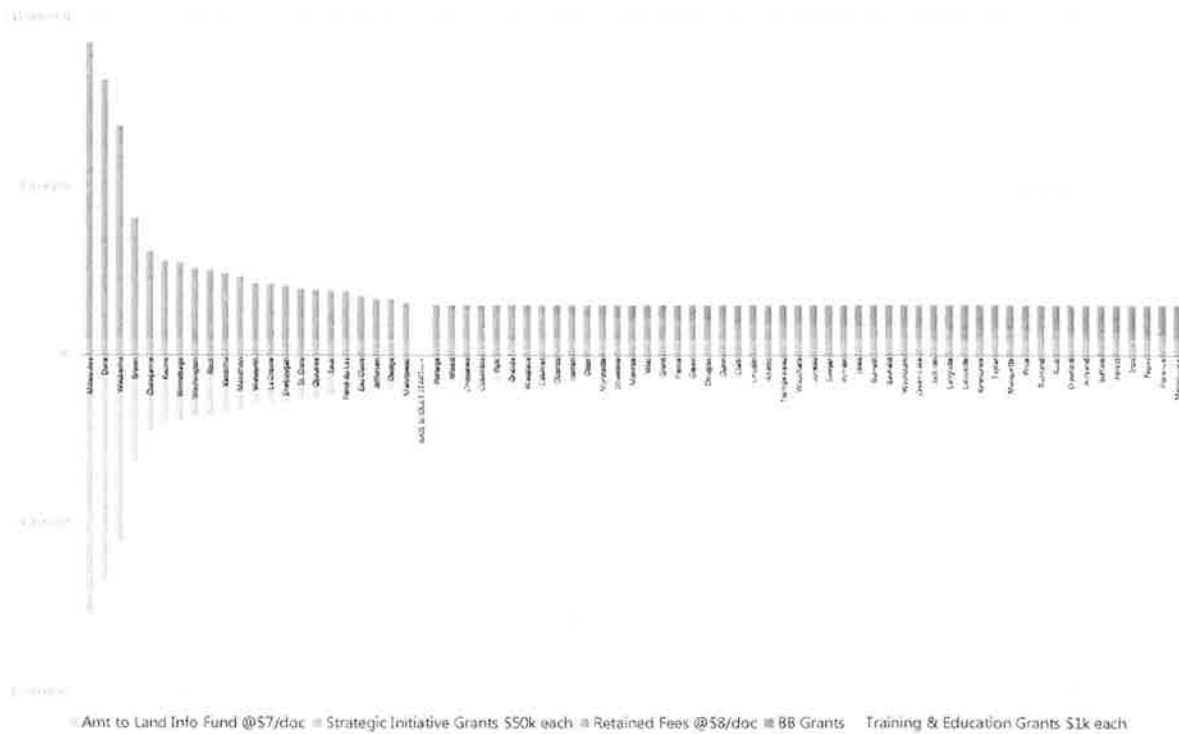
CHALLENGES

- Does not take land area and other county variables into account
- Does not directly fund municipalities that maintain parcel data
- Potential state agency-led GIS projects are not well defined and lack statutory directive, such as for aerial imagery and LiDAR
- Some counties still view themselves as contributing much more into the fund than they receive back in dollars and statewide benefits
- Statewide layer creation still dependent on aggregation of local data
- Clear and simple funding priority benchmarks may be hard to define
- Monitoring compliance with grant agreement requirements may take additional Department of Administration staff resources
- May be difficult to prevent additional grant funding from supplanting the use of non-WLIP funding already spent on land information

Budget



Distribution of All Funding to Counties



Timeline



Outreach

County Outreach

2014 WLIP County Survey

- April–May 2014: Design survey with workgroup
- May 30, 2014: Release survey online
- June 13, 2014: Survey due

County Visits

- Goal: WLIP staff visit every county by end of 2015

County Site Visit Invite Group

- Land Information Officer
- Register of Deeds Officer
- Surveyor
- Real Property Lister
- County Board member of Land Information Council
- Realtor member of Land Information Council
- Public safety or emergency communications representative on Council
- Other members of County Land Information Council
- Zoning administrator
- County planner
- GIS technicians
- Municipal GIS staff
- Other interested persons

County Site Visit Discussion Topics

- Survey questions
- Strategic Initiative Grant Concept
- Vision of Parcel Initiative success and future of WLIP

State Agency and Other Stakeholder Outreach

- State agency and other stakeholder surveys to follow county survey
- Details to be determined

Out of this Document's Scope

Many topics relevant to the statewide parcel map planning process and Strategic Initiative Grant Concept are not addressed in detail in this document, but are covered in other places or will be addressed in future communications. The concept presented in this document will evolve to include other topics and address concerns raised by stakeholder groups.

Link-WISCONSIN EBM Parcel Mapping Project

As part of the state broadband initiative called LinkWISCONSIN, the Public Service Commission of Wisconsin is funding the development of statewide parcel and address point layers based on local address and parcel data. A comprehensive final report will be completed September 30, 2014 and will inform the Version 1 Statewide Parcel Map Database Project. More information is available at broadbandmap.sco.wisc.edu

Version 1 Statewide Parcel Map Database Project

The Version 1 Statewide Parcel Map Database Project is described in the Memorandum of Understanding between the State Cartographer's Office and the Department of Administration, Division of Intergovernmental Relations. The project will produce a final, public statewide parcel map database by June 30, 2015 and a final project report by September 30, 2015. More details at www.doa.state.wi.us/wlip

Other DOA Duties Under s. 16.967(3)

- How DOA might serve as the state clearinghouse for access to land information
- How DOA might maintain and distribute an inventory of land information available for the state
- How DOA might prepare guidelines to coordinate the modernization of land records and land information systems

To Be Addressed In Future Communications

- State agency and other stakeholder surveys and outreach
- 2015-16 county land information plan updates
- Future versions of statewide parcel map database and Implementation Plan for long-term development
- Determining benchmarks for county parcel datasets and other possible benchmarks
- Data sharing requirements of WLIP grant agreements

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 19, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, JOHN VAN DYCK, VICKY VAN VONDEREN and CHRISTOPHER WAGNER

EXCUSED: TIM NIXON

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Terry Watermolen; Rick Schadewald (Brown County Supervisor); and Troy Streckenbach (Brown County Executive).

CALL TO ORDER and WELCOME NEW MEMBER President Kathy Pletcher called the meeting to order at 5:15 p.m. Terry Watermolen attended the opening of the meeting to accept the Resolution of Appreciation presented to him for his service on the Library Board. K. Pletcher welcomed Chad Bianchi who is filling Terry Watermolen's seat on the Board. Introductions were made.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the agenda. **Motion carried.**

b. Approval of minutes **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the May, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Rick Schadewald, B.C. Supervisor representing District 24 Howard/Hobart area, announced his desire for two-way communication between the Library Board and the County Board. He is interested in building a county for a 21st century society. His vision is for Brown County to become a place where people are proud of what's been done and proud of what will be done. He recognizes that libraries are changing and is interested in the library's ideas for making things better.

COUNTY EXECUTIVE TROY STRECKENBACH

County Executive Streckenbach was present to speak to the Board. He noted that the Brown County Library system is important to the community and thanked the Board for delivering a level of service our residents expect.

The two-year term of the County Board has sometimes caused issues in accomplishing goals due to the turnover of the representatives but Troy is looking at the bigger picture – beyond the 2-year terms. He explained that certain things can't change like the county's 2.2 million square feet. Levy limits create challenges and the County Board is not prepared to raise taxes. Certain mandated services require budget increases which lead to shortfalls in other areas. He is interested in assigning the library's remaining \$1M bonded funds for a bigger project and not nickel and diming small projects.

Recognizing the challenge of funding projects, the County Executive is interested in reducing the footprint of Brown County. What are the long term space utilizations? How do we reduce footprint? What about inefficient buildings and vacant space in county buildings? A long-term vision is needed. He proposes looking at other markets to see what they are doing to be bold and how they are making a statement. We need to get people talking about our community. He referred to an article he read about how Gen-Y's are looking for quality of life more than pay and that they want to be involved in an organization, strategic planning, civic duty and volunteering, etc.

He believes that the approach for buildings, spaces, and services needs to be diversified. While he is open to talking about a \$400,000 roof repair at the Ashwaubenon Branch, maybe building a new library near the community center should be discussed. The Southwest Branch is a perfect little operation but looking to the future and where technology may lead, perhaps the vicinity should be questioned. The County is prepared to talk about the seriousness of the state of the buildings. He reiterated that there would not be a levy increase for services and mandated areas are suffering.

As discussion and decisions on bathrooms are embarked on, the County Executive cautions about spending money unwisely. He reminded that maintenance of the county's 2.2M square feet is a county responsibility. He asked what the library will do to market the libraries so that people want to come here. What will be the "flag in the ground?" How can the county be first to market? People are looking for experience, cultural opportunities and amenities.

V. Van Vonderen asked if there was a committee working on a strategic plan for the county and how people can get involved in the county plans now. T. Streckenbach replied that we need to be bold and innovative in order to be competitive. Some facilities like the jail and airport and probably the courthouse are off the table. A facility report is being conducted by BC Public Works with results expected in early fall. T. Streckenbach presumes that the report will indicate a percentage by which spaces and building could potentially be reduced. Some buildings lack parking making them difficult to sell.

N. Jeske suggested talking to different segments of people to discover what they want as they sometimes see things in a different light. C. Bianchi added that choosing the right benchmark to measure the library against is important and the best option may not be another library.

J. Van Dyck commented that if we are going to make progress all options must be considered as things change. Consideration for a happy medium that serves the greatest amount of people must be given. He cited Cultural Boards that exist in other communities as an example. While it may not be comfortable, everything needs to be put on the table. T. Streckenbach replied that the county needs to be honest about financial constraints and he is prepared for that difficult conversation about finances.

K. Pletcher would like to continue down the renovation plan (at least parts of the plan) path that began two years ago and work with county board members, county administration, other leaders in the community, and stakeholders. The Board does not want to work independently. If the cost makes economic sense it can be justified. C. Buboltz noted that smart decisions for all facilities (including whether they are needed or not) must be made.

The County Executive stated that Brown County will have libraries but we need to re-invent and re-brand ourselves. With current demographic shifts, it is time to rethink strategies and if we do so, the county could be in a very good position in ten years. B. Nielsen commented that when Schreiber Global Headquarters was built downtown the expectation was to be there for at least 40 years and asked what long-term means to the county. T. Streckenbach defined long-term as 30 – 40 years.

N. Jeske left the meeting at 6:15 p.m.

V. Van Vonderen noted that long-term planning doesn't have to be difficult if you can break it in pieces. It is important to communicate the purpose, vision, and values to collective minds in both the private and public sectors. When everybody shares the vision then energy can be spent on accomplishing the vision. T. Streckenbach said we can't change the buildings but we can change what happens inside (programs) and wonders how to strategically approach the library. He would like to better understand from the library what the library would do be 'first to market'. The plan for the Central Library renovation was dramatic and would have put Brown County on the map.

The county facility space needs plan is being conducted in two phases with cultural institutions being part of the second phase. J. Van Dyck suggested that the jurisdiction of the library and museum, both of whom have unique demands, go through Ed & Rec and not PD&T. It seems reasonable that programs should be handled by the Library Board and Ed & Rec and structure/facilities be overseen by PD&T.

In closing, the County Executive will find out from Public Works Director Paul Van Noie the scope and timeline of project and will set up a committee including library board members to try and figure how to manage 2.2 M square feet and manage finances long-term. C. Wagner expressed his desire to walk down that path together as the library plays a critical role in continuum of children.

T. Streckenbach left the meeting at 6:35 p.m.

STRATEGIC PLAN

The Strategic Direction (Priorities, Strategies and Tactics) worksheet was projected to show the Board the document that staff is working with to track progress of strategic directions.

LIBRARY BUSINESS

a. Information Services Report

Questions about SaaS (cloud) pricing were worked out including payment over time instead of all at once. August Neverman, the new BCTS Director, indicated that this environment is a better option for the library and worth pursuing. L. Stainbrook will follow-up with August to request confirmation of his support in writing. SaaS should eliminate many tech-related issues.

The Edge Initiative, provided by the Bill & Melinda Gates Foundation, is a technology survey that provides an assessment and recommends improvements. It does not fund improvements. BCL was selected to be part of the survey and is currently working through the results and discussing how recommendations can be implemented. The library's IT Librarian will present on the Edge survey at a future meeting.

Printing on the wireless network continues to be an issue. Problems include the slow communication between the computer and the printer and the wireless network disconnecting multiple times during the day.

b. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. The gas budget is expended. J. Van Dyck asked for a brief summary of financials for quicker digestion in addition to the regular reports. **Motion** by J. Van Dyck, seconded by C. Wagner, to approve the April, 2014 financial statements and the April and May, 2014 Gifts, Grants and Donations as follows:

April, 2014**Gifts & Donations**

04/01/14	Central Donation Box (various donors)	35.16	Children's Garden Southwest
04/10/14	James Sawyer	100.00	Improvements
04/22/14	Friends of Brown County Library	56.19	Paws for Tales Program
04/22/14	Friends of Brown County Library	94.16	Every Child Ready to Read
04/22/14	John Bettinger	50.00	Children's Garden Southwest
04/24/14	Widen Family	1,100.00	Improvements Weyers-Hilliard
04/24/14	Branch Buddies of Brown County Library	148.88	Supplies
04/01/14	Ashwaubenon	11.68	Donation Box
04/01/14	Bookmobile	7.00	Donation Box
04/01/14	East	41.66	Donation Box
04/01/14	Weyers/Hilliard	11.13	Donation Box
04/01/14	Central Circulation		Donation Box
04/01/14	Kress	22.07	Donation Box
04/01/14	Pulaski	5.10	Donation Box
04/01/14	Southwest	19.00	Donation Box
04/01/14	Wrightstown	17.63	Donation Box
	Total Donations	\$ 1,719.66	

Federal & State Grants

04/30/14	Nicolet Federated Library System	\$ 115.00	Continuing Education
04/30/14	Nicolet Federated Library System	6,028.50	Collection Development
	Total Grants	\$ 6,143.50	

May, 2014**Gifts & Donations**

05/01/14	Central Donation Box (various donors)	44.34	Children's Garden
05/01/14	Wrightstown "An Evening in Tuscany" Donors	640.00	Wrightstown Materials
05/01/14	FBCL/Wrightstown Area Library Committee	3,185.03	Wrightstown Operating Exp.
05/08/14	Olde Norwood Neighborhood Association	150.00	Southwest Carnival
05/22/14	Friends of the Brown County Library	4,500.00	Summer Reading Classes
05/22/14	Branch Buddies of the Brown County Library	716.94	Supplies & Equipment
05/22/14	James & Julia Norton	150.00	East Children's Classes
05/29/14	Sandra Bohlman - In Memory of Mary Bohlman	100.00	East Children's Classes
05/01/14	Ashwaubenon	24.45	Donation Box
05/01/14	Bookmobile	7.12	Donation Box
05/01/14	East	40.66	Donation Box
05/01/14	Weyers/Hilliard	17.56	Donation Box
05/01/14	Central Circulation		Donation Box
05/01/14	Kress	65.77	Donation Box
05/01/14	Pulaski	11.50	Donation Box
05/01/14	Southwest	15.34	Donation Box
05/01/14	Wrightstown	22.13	Donation Box
	Total Donations	\$ 9,690.84	

Federal & State Grants

05/31/14	Nicolet Federated Library System	\$ 15.75	Continuing Education
05/31/14	Nicolet Federated Library System	9,806.61	Collection Development
	Total Grants	\$ 9,822.36	

Motion carried.

- c. **Facilities Report** C. Beyler reported that the Central Library cooling tower project is complete as is the punch list. It is working well. Preparing the Cellcom Children's Edible Garden for the recent vine-cutting was a major focus of the maintenance staff. L. Stainbrook commented how hard maintenance staff worked. Concrete rings (2) 4ft and (2) 3ft rings that would be used as planters were donated and delivered from County Materials Corporation. There are many elements that still need to be completed. Ashwaubenon's permeable parking lot is about half done and is expected to be finished by next week. The Born Learning Trail at the Southwest Branch was unveiled today at a ribbon cutting. Facilities staff recently added bark to the picnic table area. New meeting room chairs arrived. Central, Ashwaubenon and East will each receive an allotment. Central emergency lighting and transfer switch projects are complete. Exterior pole lighting is complete. The lamps for the soffit retrofit have not yet arrived. Electrical work is being performed by Hi-Tech Lighting. Total Energy Systems has an employee who happens to be an expert on 40-year old gas generators and he was able to adjust a generator valve which will allow the freight and east public elevator to run on a generator should the building lose power.

NICOLET FEDERATED LIBRARY SYSTEM (NFLS)

a. **Lease Negotiations** A committee needs to be formed to look at the lease. L. Stainbrook reminded that federated systems were formed to support member libraries. If they move out and pay rent somewhere else, that is money taken away from a member library. (At present, rent is paid to BCL) C. Wagner asked if NFLS was looking for same amount of space. That is unknown. Delivery costs from Central to new space also have to be considered as an expense. This move is a concern for BCL as the library would lose \$60,000 in rental income. Mark Merrifield has not presented a new lease to Lynn Stainbrook. The lease ends December 31, 2014. J. Van Dyck asked if the space could be rented to another county department. All options will be considered and the 11,000 sq. ft. space potential will be mentioned to Paul Van Noie. C. Bianchi is willing to be part of the negotiation.

K. Pletcher noted that a committee was formed regarding library system consolidation but have not met yet. Corrie Campbell, who serves on the NFLS Board, suggested that county boards get involved. It would be a good idea to get stakeholders involved in the process. There are 17 library systems each with their own director. Some are single county systems. NFLS is an 8-county system. Wisconsin's library community has researched combining systems. The Outagamie Waupaca Library System indicated that their county boards would not allow it. C. Wagner mentioned this issue to Dave Hansen, Troy Streckenbach and Eric Genrich. He is in support of combining systems. Language to study this issue was introduced at the last state budget. Governor Walker line-item vetoed that language because no funding for the study was included. There is still a lot of interest among legislators.

APPROVE LATE OPENING ON FRIDAY, SEPTEMBER 19, 2014 FOR PURPOSES OF ALL STAFF DEVELOPMENT

DAY. **Motion** by C. Buboltz seconded by B. Nielsen, to approve a late opening at 3:00 p.m. for all library locations on Friday, September 19, 2014 for the purpose of an all staff development day. **Motion carried.**

PERSONNEL COMMITTEE

a. Approve Changes in Benefits Policy – LTE and Banked Sick Leave Payout

Benefits Policy:

After discussion, **motion** by J. Van Dyck, seconded by C. Buboltz, to refer back to the Personnel Committee, for further refinement.

Motion carried.

Employee Leave B Policy:

The proposed change returns the language to the original contract language. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the changes Employee Leave Pay. **Motion carried.**

Personnel Administration – cleanup of language.

Suggested changes included defining a LTE as an employee who works, on average, under ten hours per week; and allowing any changes in the Table of Organization that are cost-neutral, reduce costs or are under \$5000 (annual basis) to be made by the Library Director without Library board approval.

After discussion regarding layoffs, a **motion** was made by C. Buboltz, and seconded by B. Nielsen to approve the suggested changes and refer the layoff section back to the Personnel Committee for further refinement. **Motion carried.**

b. Approve Change in Table of Organization

The Library Director recommends that the Library Board delete the four 11-hour Library Services Assistants (2 at Ashwaubenon; 1 at Weyers-Hilliard; and 1 at Central Circulation) and add one 19.5-hour Library Services Assistant at Ashwaubenon and one 9-hour Shelver at Weyers-Hilliard. **Motion** by V. Van Vonderen, seconded by C. Bianchi to approve the Director's recommendation, resulting in a total net savings of \$12,129.94 as described below.

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
<i>delete:</i>							
.29 Library Services Asst.	11	Ashwaubeno	\$ 10.52	\$ 6,016.70	\$ 479.00	\$ 6,495.70	
.29 Library Services Asst.	11	Ashwaubeno	\$ 10.52	\$ 6,016.70	\$ 911.00	\$ 6,927.70	
.29 Library Services Asst.	11	Weyers-Hillia	\$ 10.52	\$ 6,015.50	\$ 911.00	\$ 6,927.70	
.29 Library Services Asst.	11	Circulation	\$ 10.52	\$ 6,015.50	\$ 479.00	\$ 6,495.70	
							\$ 26,846.80
<i>add:</i>							
.52 Library Services Asst.	19.5	Ashwaubeno	\$ 10.52	\$ 10,667.28	\$ 4,533.59	\$ 15,200.87	
.27 Shelver	9	Weyers-Hillia	7.25	\$ 3,393.00	\$ 548.99	\$ 3,941.99	
							\$ (19,142.86)
<i>Savings from previous TO changes</i>							\$ 2,360.00
TOTAL NET SAVINGS							\$ 12,129.94

Motion carried.

This table of organization change, was submitted for approval at the June 18, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on July 2, 2014 as part of the Director's Report and attached to the meeting minutes.

c. Approve Policy Allowing Director to Change table of Organization when Cost-Neutral This was approved under Personnel Administration.

d. Report of Personnel Committee

L. Stainbrook reviewed odd-hour positions and found that the library has (21) 11-hour and (27) 19.5-hour Library Service Assistants and (6) 18.75-hour Library Associates. It is proposed that the 18.75 hour positions be transitioned to 20 hours which would result in a \$11,295 increase.

No action was taken since this is not an action item. The Personnel Committee will discuss this option further and bring a recommendation back to the Board.

OLD BUSINESS

a. Adjacent County Payment for Services Discussion on this topic was deferred. A memo was distributed for informational purposes. It was also noted that a bill was received from Outagamie County.

PRESIDENT'S REPORT The Bookmobile came up for discussion at the County Board meeting. L. Stainbrook had reported the Bookmobile's future plans to Ed & Rec. K. Pletcher was called by Pat Evans regarding services to Mason Manor. A meeting with K. Pletcher, L. Stainbrook, S. Lagerman, Pat Evans, and Nikki Aderholdt, senior manager at Mason Manor was held and good discussion took place. The change in outreach services is not about cutting services to the poor and underprivileged as implied. It is an effort to serve Bookmobile users differently and better. Some County Board members felt the Library Board should have come to them first to introduce new and replacement services as this would have reduced the uncertainty created.

A list of stops, those being discontinued and a justification for their discontinuance will be developed. It was also suggested that a satisfaction survey be conducted at each stop.

DIRECTOR'S REPORT

Two excellent candidates turned down the open Children's Librarian position at the central Library. K. Young reported that one was offered another job that kept her closer to family. The other candidate asked if we could wait for her while she interviewed somewhere else – it was felt that she received poor counseling advice on negotiating.

Wisconsin's first lady Tonette Walker was a guest at the Born Learning Trail ribbon cutting at the Southwest Branch.

C. Buboltz commented that having a child cut the vine at the Cellcom Children's Edible Garden opening was a good idea.

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. **Motion** by V. Van Vonderen, seconded by C. Buboltz to move into Closed session at 8:25 p.m. L. Stainbrook was invited to stay. Aye: C. Buboltz, V. Van Vonderen, B. Nielsen, C. Bianchi, J. Van Dyck, C. Wagner and K. Pletcher. Nay: None. **Motion carried.**

Motion by B. Nielsen, seconded by V. Van Vonderen, to return to open session at 8:40 p.m. Aye: C. Buboltz, V. Van Vonderen, B. Nielsen, C. Bianchi, J. Van Dyck, C. Wagner and K. Pletcher. Nay: None. **Motion carried.**

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION

Motion by B. Nielsen, seconded by V. Van Vonderen, to approve the letter of appointment for Library Director Lynn Stainbrook.

Motion carried unanimously.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by C. Buboltz, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:42 p.m.

NEXT REGULAR MEETING

July 17, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

Wednesday, June 11, 2014
12:00 p.m.

***NWTC-Green Bay Campus, District Board Room
2740 West Mason Street, Green Bay, Wisconsin 54303***

Chairman Villarruel called the June 11, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson (via conference phone), Phyllis Habeck, Carla Hedtke, Ying LaCourt, Jeff Rickaby, Kim Shanock, Ben Villarruel

EXCUSED: Dave Mayer, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Linda Hartford, Sandy Ryczkowski, Jim Blumreich, Gina Van Egeren, Lori Suddick, Pamela Phillips, Karen Smits, Michele Wiberg (PMA)

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward.

- The Chair and Board congratulated Ying LaCourt on her receipt of the Business of the Year Award for her business "Helping Hands" presented by the Green Bay Chamber of Commerce.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of May 1-30, 2014 \$2,679,595.05

Detailed copies of the current disbursements for fiscal year 2014 for the month of May were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Jeff Rickaby moved that Board approval be given for the May 2014 bills as presented.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on May 14, 2014, the Board authorized the borrowing of \$5,000,000 for FY 2014 capital budget needs (\$2,250,000 for moveable equipment; \$1,250,000 for building acquisition; \$1,500,000 for building

improvement). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$5,000,000, and specifying the amount of the tax heretofore levied, was prepared by Bond Counsel and was attached as Board Exhibit 1. PMA Financial Network, Inc. solicited competitive bids for the issue, and Michele Wiberg, PMA, presented the bid tabulation and the winning bid for the sale of the notes at this time.

Carla Hedtke moved that the Board adopt the resolution authorizing the sale of \$5,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Jeff Rickaby.

- Robert W. Baird was awarded the bid at a rate of 0.8169%.
- College Moody's Rating remains at Aa1.

Motion carried, with Phyllis Habeck, Carla Hedtke, Ying LaCourt, Jeff Rickaby, Kim Shanock, and Ben Villarruel voting "Aye" on roll call. Laurie Davidson "Abstained" to avoid the appearance of a conflict of interest.

Consent Items (Voice Vote)

Minutes

The minutes of the May 14, 2014 Board meeting & Budget Public Hearing were sent to Board members prior to the June Board meeting. It was recommended that Board approval be given for the May 14, 2014 Board meeting minutes as presented.

Faculty- Retirement

With regret, the College accepted the following retirement notices:

- A. Lisa Weaver, Physical Therapy Assistant Instructor, who has been with the College since August 16, 1993, has announced her retirement effective December 2014.
- B. Robert Weekes, Mechanical Design Instructor, who has been with the College since August 21, 1985, has announced his retirement effective December 2014.
- C. Rodney Monfils, Wood Technics Instructor, who has been with the College since August 15, 1994, has announced his retirement effective December 2014.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to

determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Jeff Rickaby moved that the following consent agenda items be approved: the minutes of the May 14, 2014 Board and Budget Public Hearing minutes; the retirement notices of Lisa Weaver, Physical Therapy Assistant Instructor, Robert Weekes, Mechanical Design Instructor, and Rodney Monfils, Wood Technics Instructor; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Ying LaCourt

Motion carried, with all voting "Aye" on voice vote

Laurie Davidson left the meeting at this time (12:14 p.m.).

Reports

Board EduByte – Dream Annual Report

Vickie Lock, Dean of Student Success, provided the Dream annual report to the Board at this time.

- Two ATD Coaches working with the NWTC Dream Team are Bruce McComb and Arthur Scott.
- There is no additional cost to students for the use of academic coaching services
- Purpose of the "Change a Life" fundraising initiative of the Foundation is to generate funds for the \$50,000 grant match which would be used as an emergency fund for students in need. Board members were encouraged to support the Foundation's endowment fund.
- Appeal for Giving went out to all the NWTC Board. Employee Giving is at 90%, Foundation Board is at 80%, and the NWTC Board is at 40%. These funds can be designated to a scholarship. If undesignated the funds would go into the Emergency Student Fund.
- NWTC is the first WTCS College to join the Achieve the Dream and Western College is starting the procedure to become a Dream College.

Kim Shanock entered the meeting at this time (12:30 p.m.).

Policy Discussion – Setting Metric & Strategic Goal: Viability of the College

The Board discussed the goals to be achieved relative to the strategic direction of Viability of the College and accompanying metrics.

- The College has products that are valuable and could be an asset for the College in revenue generation. Non-traditional opportunities for the College should be tapped into.
- Electronic security measures – internet security measures – would be a great opportunity for the College to present this information to residents as part of a learning program regarding these issues.

Carla Hedtke left the meeting at this time (1:38 p.m.).

- When recruiters go out to high schools, 25% of students who knew that they were going to do after graduation were coming to NWTC to take their General Education classes, and the others were enrolling

in a degree program. It was suggested that the recruiters conduct two different recruitment efforts: once for those looking at program entrance and once for those wishing to attain their Gen Eds for four-year college entrance.

President's Report

Enrollment Activity –

- 6,988 FTEs as of today – down 2% from this time last year. Need 12 more FTEs to reach last year's numbers. Right now the College is running a little ahead for fall enrollment (up 2%).
- The goal for FY 2018 is 3,000 graduates in associate degrees and diplomas. Currently at 1600.

Legislative Issues (state & federal) –

- Study Committee on the local governance of the WTCS Colleges has been formed. Two Presidents, Sue May and Bruce Barker, are on the committee as well as Mark Tyler, WTCS Board President. Requests for support letters from employers, Board members, and Foundation Board members have been made.

Current Events –

- The College has received two more grants from the National Science Foundation. Two more requests have not been acted on yet. Money will allow purchase of equipment for Smart Grid Trailers and send 5 NWTC faculty and 5 faculty from other technical colleges to the training. The other is a scholarship program that focuses on science, math, technology, engineering programs and will award students \$5,000 in scholarship money.
- Will be hearing about the results of the Blueprint for Prosperity Grants submissions on Friday at the Presidents' Association meeting.
- Two individuals, Ann Franz and Mark Weber, will be going to Paris in July to talk about the Manufacturing Alliance formed in Wisconsin. These will be brought to the Board at the July 14 Board meeting. There will be no cost to the College.

No Action

Non-Resident Tuition Remission Report - 2013-14

Northeast Wisconsin Technical College remitted non-resident tuition for 112 credits for 5 needy worthy international students during the 2013-2014 academic year. The financial impact of this remission was \$6,843.20, which is the \$61.10 additional for non-resident tuition per credit multiplied by the 112 credits. The percentage of total actual credits (net of Community Services) which were remitted for the academic year is .05. No action was required on this report.

Adjournment

Jeff Rickaby moved that the June 11, 2104 Board meeting be adjourned (2:02 p.m.).

Motion seconded by Ying LaCourt.

Motion carried, with all voting "Aye" on voice vote.


Phyllis Habeck, Board Secretary

7-14-14
Date

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, July 15, 2014 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Bernie Erickson, Ed Koslowski, Rosemary Desisles, Delores Pierce, Duane Pierce, Jerry Polus, Carl Soderburg, Louise Dahlke, Sherry Steenbock, Joe Witkowski

EXCUSED: Jim Haskins

****Running Total of Veterans' Certificates: 1619**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 4:57 p.m.

2. Invocation.

Jim Haskins was not in attendance and therefore there was no invocation.

3. Approve/Modify Agenda.

Motion made by Duane Pierce, seconded by Rosemary Desisles to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Approve or Modify Minutes of June 17, 2014.

Motion made by Ed Koslowski, seconded by Rosemary Desisles to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Discussion regarding Veterans Appreciation Day at the Brown County Fair and review of agenda.

CVSO Jerry Polus indicated that he had received a request from a Korean War veteran who lives on Peters Street for a ride to the Fair. Polus asked if anyone was able to give this vet a ride, to let him know.

Polus provided the Subcommittee with a copy of the program agenda for the Fair, a copy of which is attached. It was noted that there will not be a bagpiper at the event. Polus went through the agenda with the Subcommittee and all agreed that it looked good. Erickson noted that Monterey Trail will be performing beginning about 5:00 p.m. until the time of the ceremony as well as again after the ceremony and it was also noted that the stage for the band will be located outside of the tent.

Polus continued that he has received commitments from all of the organizations he has invited to the event and he will need 10 tables for these groups along with three additional tables at the front of the tent. Additional organizations that will have booths in the tent are set out on the handout provided by Ed Koslowski, a copy of which is attached.

Polus continued that Joe Witkowski is no longer able to direct the veterans as to where to park, but everything else for the event seems to be in place.

Koslowski reported that he had recently attended a rummage sale at a church in Algoma where he was able to purchase a number of 8' tables, plus he has some at home so there should be enough tables. Louise Dahlke said that she was advised that the Fair would have

seven tables available and she would have the first option to use any more that may become available. Dahlke mentioned that at the last meeting the Roselles indicated that they would be able to assist with directing veterans as to where to park and where to go, however, she will check at the next Fair Board meeting to see if there would be any Fair personnel that could also assist with this.

Koslowski asked Dahlke when he would be able to set up the static display and Dahlke stated that he could come in and do it any time Monday, Tuesday or Wednesday. She also indicated that if signage is provided to the Fair by August 11, she would make sure that it was hung wherever Koslowski desired.

Polus had posters available at the meeting for anyone who wanted them to post around the community. He also indicated that tickets were available in his office as well as at the ADRC and Veterans Center.

6. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski).**

-Erickson shared an interesting e-mail he received recently regarding famous people who are buried at Arlington National Cemetery, including actor Lee Marvin, Bob Keeshan (Captain Kangaroo) and Fred Rogers (Mr. Rogers Neighborhood).

-Polus asked if Wi-Fi service is available at the Fair as he would like to have information and applications available regarding the Honor Flight program via computer. Dahlke will check on this for Polus.

-Desisles reported that there had been a good showing of kids at the recent Kids Day event held at the Neville Public Museum. She further indicated that Mayor Schmidt indicated he is looking for volunteers to help in conjunction with one of the tall ships that is coming back to Green Bay August 8, 9 and 10. Volunteers are needed for things such as ticket taking and Desisles indicated that the Navy League will likely be involved.

-Pierce advised the Subcommittee that the next booyah sale at the Legion on Irwin Avenue will take place on September 13 and those interested should arrive early as the booyah sells out very quickly. Pierce also provided an update on the Pearly Gates ride that was held recently. He indicated that they shattered all previous records and had 736 bikes participate along with 135 hot rods. They anticipate funds raised to be nearly six figures. Polus indicated that he may possibly be losing a \$13,000 grant from his budget and he would like Pearly Gates to give consideration to donating that amount to his office to make up the grant which Polus has come to rely on over the years.

-Steenbock indicated that there were no new certificates sent out last month. She also indicated that she would like to step down as Vice President of the Subcommittee and was hoping that someone else who would be more comfortable running a meeting would take her position. Erickson stated that he will add election of new Vice President to next month's meeting agenda.

-Witkowski shared an ad he had seen in the paper for Ryan Funeral Home which indicated that the flag at the funeral home was being flown in honor of vet Roy Schernie. Witkowski also had another article that indicated that in 1959 the VFW submitted a proposal to the City Council to build a veterans memorial building in the Town of Lawrence. Witkowski continued that the Aluminum Overcast, a restored B17 bomber, will be on display Friday through Sunday at the airport. Veterans will be admitted free, however the charge for others is \$10 for an individual and \$20 for a family.

Witkowski also indicated that the National September 11 Memorial Museum opened to the public on May 21, six days after it was dedicated by President Obama. The Museum covers half of the 16 acre World Trade Center Complex and honors the 2,983 people killed in the September 11 attack. Veterans are admitted free.

Witkowski concluded by reporting that Bowe Bergdahl will be returning to regular duty and therefore investigators will now be able to question him as to the events that led to his capture.

-Pierce added that he has heard that anybody who wishes to go to the airport in Oshkosh to welcome back the Honor Flight coming in in August will be charged the admittance fee for the airport of \$60 per person. Pierce felt this was totally inappropriate.

-Witkowski also pointed out an error on the previous month's minutes under the attendance section. This error will be corrected on the minutes online as well as the original that is filed with the County Clerk's office.

7. **Discussion and approval re: Award certificate for Veterans Appreciation Day at the Brown County Fair.**

No discussion was held on this matter as the award certificates were approved at the last meeting.

8. **Discussion of letter to Festival Foods regarding veterans parking (mail to all four stores).**

Erickson indicated that the letter referred to was suggested by a County Board member who is also a veteran.

Motion made by Duane Pierce, seconded by Ed Koslowski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Report from CVSO Jerry Polus.**

Polus did not have anything to report that had not already been discussed.

10. **Comments from Carl Soderburg.**

Carl Soderburg indicated that the VA bill requiring the VA to pay for medical services outside of the system if the veteran lives more than 40 miles from a facility or has to wait more than 14 days for an appointment is currently in the conference committee which consists of half senators and half representatives.

11. **Comments from Tracy Rosinski.**

Rosinski was not in attendance.

12. **Such Other Matters as Authorized by Law.**

Koslowski stated that he had recently attended a United Patriotic Society meeting and learned that the UPS will be sending a letter to the Packers organization in an attempt to determine what happened to the POW/MIA memorial that was moved during renovations. In the event the memorial is put back up, UPS would like to do another dedication.

13. **Adjourn.**

Motion made by Duane Pierce, seconded by Delores Pierce to adjourn at 5:29 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary